



Fee Paying Policy

Ashley Down After School Club is a CIO (Charity Incorporated Corporation) and all parents/carers have a responsibility to pay all their childcare fees as laid out in this policy. Failure to do so will result in the child being unable to attend the club.

Overview

- Fees will be proposed annually by the Trustees and approved at the AGM and will generally take effect from 1 September.
- Changes to fees will be notified to parents/carers at least one month in advance of the change taking place.

Fee Charges

1. Holiday Playscheme

- £25 per child per day
- £12.50 per child per half day (8.30am – 1.00pm, or 1.00pm – 5.30pm)
- £30 per child per full day trip

On some occasions the holiday playscheme may arrange trips out. There may be additional charges for trips and on these days it is often not possible to book half day attendance at the club. Where this happens, this information will be made clear on the booking form.

2. After School Club

- £10.00 per session per child from 1st September 2021.

Payment

- After School Club invoices will be sent out in the first week of each term for that term, this must be paid by the third week of term..

- Arrears must not be greater than one terms' invoice. In this situation children will not be allowed at the club until the arrears have been cleared or an arrangement has been made with the Treasurer.
- Payments can be made either weekly/monthly/termly.
- Parents/carers are encouraged to pay by monthly standing order. Banking account details are available on request.
- Payments can be made by standing order, cheque, cash or childcare voucher. Ashley Down After School club currently accepts the following vouchers:
 - Edenred
 - Computerserve
 - Kiddivouchers
 - Faircare
 - Bristol City Council
 - Iken
 - Busy Bees
 - Care4

- The club will try to accept vouchers from other providers if necessary. Parents/carers should contact the club administrator for more details of how to arrange this.
- Non-electronic payments must be handed to the Play Facilitator (in their absence the Deputy) and a receipt will be provided. Cheques must be made payable to Ashley Down After School Club.
- Any additional sessions required may be paid for in advance.
- For children who do not attend the after school club, Holiday Playscheme fees must be made in advance of the booked session. If payment in full is not received with the booking, then your place may not be secured. Payment in advance may also be required from a family attending after school club, if there is an outstanding debt to the club.
- Cancellation of a Holiday Playschemes place requires a week's notice in writing otherwise a full charge will be made. A 50% rebate is given for children who are unable to attend the holiday playscheme as a result of illness.

New Starters – Deposits

Payment for a reception child starting in the first term will then be due by the end of the term, and for a child starting at the beginning of the term the balance will be due at the end of the third week of term.

Late Pick Up Charges

Main Site

If a parent/carer is late collecting their child after 5.40, and has not previously contacted the play facilitator an additional charge will be made of £5 per part of quarter hour past 5.40 until 6pm, £10 per quarter hour after this time, with a minimum charge of £5. This will be charged at the Trustees' discretion.

Brunel Field site

If a parent/carer is late collecting their child after 5.40pm, and has not previously contacted the Play Facilitator, an additional charge will be made of £5 per part of quarter hour from 5.40pm until 6pm. After this time the parent/carer will be expected to bear the costs incurred by the club as charged by Ashley Down Primary School. This will be charged at the Trustee's discretion.

Non-Attendance

If a child does not attend an after school session which has been booked e.g. due to illness, holiday, attendance at an after school activity etc, a refund will not be given. Exceptions can be negotiated in cases of long-term sickness or unavoidable absence.

Notice Period

If a parent/carer wishes to remove their child from the After School Club, they must put this in writing to the Play Facilitator, four weeks in advance. A final statement of account will then be provided. In the event of persistent non-attendance with no contact from the family four weeks' notice will be assumed by the club and charged accordingly. The place will be given to the next child on the waiting list.

Help With Fees

Every effort will be made to ensure that families are aware of the options available, including:

- Childcare Tax Credit Scheme
- Setting Education Grant
- Colleges providing financial assistance

- Child care vouchers – salary sacrifice schemes, there will be a need to talk to employers regarding this.
- City Council employee – salary sacrifice scheme.
- Other voucher schemes.
- In times of crisis parents/carers are encouraged to discuss the issue with the Trustees/Management Committee.

DOCUMENT HISTORY

| Reference | Author | Summary of changes | Issued |
|-----------|-------------------------------|---|----------------|
| Issue 1 | Sheila Gould | Original policy (based on BAND template) | Nov 2010 |
| Issue 2 | Emma Hallett/ Sheila Gould | Reformat, update and minor changes to reflect/ improve practice | June 2011 |
| Issue 3 | Emma Hallett | updated fees for 12.13 and changes payments terms | Sept 2012 |
| Issue 4 | Sheila Gould | Update finish time of club and deposit terms | January 2013 |
| Issue 5 | Sheila Gould | Changed to reflect Muller Road and Brunel Field site. | November 2013 |
| Issue 6 | Sheila Gould | No Change | December 2014 |
| Issue 7 | Ana Escudero | Updated fees | September 2015 |
| Issue 7.1 | Shawn Pearson | Slight text changes | September 2015 |
| Issue 8 | Rakel de Mena | Updated fees and update collection times | June 2020 |
| Issue 9 | Rakel de Mena | Minor amends and updated fees | June 2021 |

Date Approved: June 2021 Signed:

Position: Trustee Name: S.Gordon

Date for review: Feb 2022